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ABSTRACT

This introductory guide to basic library research tools in the field of criminal justice was compiled for use by students at the John Jay College of Criminal Justice as part of the Library Instruction Program. Included are chapters on devising a search strategy; the use of the card catalog; encyclopedia and dictionaries; indexes and abstracts; newspapers and newsletters; governmental and non-governmental documents and reports, particularly major national commission reports; statistics; directories; bibliographies; the use of legal material including law books, encyclopedias, dictionaries, periodical indexes, and sources of U.S. federal and New York state law; and computer searching. A selective annotated bibliography is provided for each type of secondary source material. The final chapter describes primary sources for the study of criminal justice in the John Jay Library. (Author/ESR)

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LIBRARY RESEARCH IN CRIMINAL JUSTICE:

An Introduction for students at John Jay College of Criminal Justice, City University of New York.

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Second Edition

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1. INTRODUCTION

SEARCH STRATEGY

This pamphlet is not a complete guide to doing library research, or even a guide to doing research in criminal justice. It is an attempt to acquaint you with some basic information sources in your field, and to suggest ways in which they can be effectively utilized.

The key to effective and efficient library research is a "Search Strategy;" an organized and appropriate plan for gathering needed information before actually doing much of the research.

One way to devise such a strategy is to ask the following three questions:

(1) Exactly what do I need to know?
The answer to this should not be just the title of the project, but a detailed list of specific questions and problems. It is sometimes necessary to do some preliminary reading before one can answer this question adequately.

(2) Where should I be looking for information?
Information exists in a variety of forms. Those most likely to be useful are:

- Journal articles
- Newspaper articles
- Newsletters
- Dissertations
- Books
- Reports
- Government documents

(3) Which "tools" will help me find the information I need?
Among the more frequently used "finding tools" discussed in this pamphlet are:

Card catalog
Book catalogs
Computer searches

Indexing and abstracting services
Printed bibliographies

The reference staff will be glad to expand upon and supplement the material in this pamphlet.

All classification numbers given in this pamphlet are from the John Jay Library. The reference staff can refer you to other libraries for material which is not in our collection.

2. ENCYCLOPEDIAS AND DICTIONARIES

Specialized encyclopedias and dictionaries are among the most versatile sources available to the researcher. They provide not only the traditional overviews, definitions and identifications, but also such additional information as biographies, case summaries, and descriptions of organizations and agencies. You will note from the following descriptions that the distinction between encyclopedia and dictionary is frequently blurred. For the student of criminal justice, the most basic multi-volume encyclopedic sources are:

Corpus Juris Secundum. St. Paul, Minn.: West Pub. Co., updated with pocket parts and replacement volumes. REF KF 154 .C6

Like other specialized subject encyclopedias, this can be used to provide a broad overview of a topic. Articles also cite cases illustrating the points under discussion. In addition to the expected subject indexes, this encyclopedia includes extremely detailed analytical tables of contents for each article. When using this set it is frequently worth the extra time to examine these analytical lists carefully; they can help isolate the sections in the article which are pertinent to your questions.

Encyclopedia of Bioethics. New York: MacMillan and The Free Press, 1979. 4 Vols. REF QH 332 .E52

An interdisciplinary, cross cultural approach to many of the controversial ethical topics of concern to the criminal justice community. Detailed articles, including bibliographies, cover topics such as abortion, prostitution, death and dying, poverty, and racism.

International Encyclopedia of the Social Sciences. New York: MacMillan and The Free Press, 1968. 18 Vols. REF H 40 .A2 I 5

This encyclopedia is basic to the study of the social sciences. It provides thorough, authoritative articles in the fields of anthropology, economics, government, history, law, psychology, sociology, and statistics. Articles frequently

include discussions of the history of the discipline, contributions of notable people, and highlights of important controversies. Among the articles which would be of interest to students of criminal justice are Legal Systems; Gambling; Penology; Aggression; Lombroso; Durkheim; and Criminal Law.

The following single volume sources, can supply brief answers to a considerable range of questions.

Glaser, Daniel, ed. Handbook of Criminology. Chicago: Rand McNally, 1974. REF HV 6028 .G5 1974

Although not an encyclopedia, the individual essays in this book offer an overview of research and theory in all areas of criminology. This book can be a helpful adjunct to the more general articles in the multi-volume encyclopedias. It contains very good indexes including one to court decisions cited in the articles.

Rush, George E. Dictionary of Criminal Justice. Boston: Holbrook, 1977. REF HV 6017 .R87

Definitions are given for words used in the entire criminal justice field including legal and scientific terms. In addition, there are entries for many people, organizations, commissions, laws and cases.

Williams, Vergil L. Dictionary of American Penology: An Introductory Guide. Westport, Conn.: Greenwood Press, 1979 REF HV 9304 .W54

More an encyclopedia than a dictionary, this volume provides substantial articles covering the theory, history, terminology, people, institutions, and organizations in the field of penology. Also included are descriptions of the correctional systems of several states. There are bibliographies at the end of each article, and addresses for prison reform organizations, state planning agencies, and prison systems in the appendices.

3. THE CARD CATALOG

At John Jay, the catalog includes document and report literature as well as books. This is in contrast to most libraries where the catalog is limited to books. Our catalog is divided into two sections: one listing by author and by title; the other arranging the same publications under one or more subjects. It is well to note that in library parlance, "author" means the individual or group responsible for the work. Thus the author-title catalog contains entries for sponsoring agencies, institutions, editors, compilers, etc., as well as individual "authors."

The finding of particular works by author or title is relatively straight-forward; use of the subject approach on the other hand can be fraught with problems. Ability to use the subject approach to the card catalog constitutes perhaps the single most important library skill of the researcher.

The major difficulty faced is determining the most appropriate subject headings. In general, it is wise to search first under the most specific term possible to describe the subject; thus, FINGERPRINTS rather than CRIMINAL INVESTIGATION, or EDUCATION OF PRISONERS rather than PRISONERS. When the specific heading does not yield enough information, proceed to a more general or related heading.

A second difficulty in the subject approach results from use of "geographical subdivisions" with many subject headings. For example, material on HALFWAY HOUSES is followed by material on the same subject cataloged as HALFWAY HOUSES - CALIFORNIA; HALFWAY HOUSES - CANADA; HALFWAY HOUSES - MINNESOTA. If a report describing a halfway house in Minnesota will be as valuable to you as one which is more general in approach, then you must remember to look through all of these geographical cards. On the other hand, if you are interested only in Canada, go directly to that group of cards.

A third problem relates to filing practices; it is particularly troublesome when dealing with broad headings such as POLICE. The policy is to arrange all the various aspects of the study of police

after a dash: for example POLICE - ATTITUDES; POLICE - PERSONNEL MANAGEMENT; POLICE - RECRUITING. This file of "dash subdivisions" is then followed by a second file of geographical subdivisions (also utilizing dashes); there is then a third group of inverted headings using commas, and finally a fourth file of phrase headings beginning with the word POLICE. There is no simple way to decide which area of police work will be described as a subdivision and which area will have been designated a phrase heading.

To summarize the possibilities:

POLICE - ASSAULTS AGAINST POLICE - POLITICAL ACTIVITY	Alphabetical arrangement of aspects of police
POLICE - CALIFORNIA POLICE - RUSSIA	Alphabetical arrangement by states and countries
POLICE, PRIVATE POLICE, STATE	Inverted headings
POLICE ADMINISTRATION POLICE VEHICLES	Phrases

The same type of breakdown will be found under other general headings such as JUVENILE DELINQUENCY; CORRECTIONS; and CRIME AND CRIMINALS.

If you are interested in material dealing with the police or correctional institutions of a particular city, there is a further complication. Whereas this material for states and countries will be found grouped as "dash" subdivisions after the headings POLICE or CORRECTIONAL INSTITUTIONS, if the material deals with a specific city it may be found entered under the name of that city:

NEW YORK (CITY) - POLICE

Material dealing with specific institutions or organizations, such as N.Y. City Police Department or Manhattan House of Detention, will be found under the name of the city or state, followed by a period, followed by the name of the institution:

NEW YORK (CITY). MANHATTAN HOUSE OF DETENTION
NEW YORK (CITY). POLICE DEPARTMENT

For each jurisdiction, all headings with dashes precede all headings with periods.

Thus, it can be clearly seen that it would be well for the researcher beginning a search to devote considerable care to compiling a list of relevant subject headings and subdivisions. The most effective way to do this is to consult:

U. S. Library of Congress. Subject Cataloging Division. Subject Headings Used in the Dictionary Catalogs of the Library of Congress. 9th ed. Washington, D. C., 1980. 2 Vols. and supplements.

This is the basic source list of subject headings used by the library; a copy is kept on the table near the subject catalog.

Before undertaking a full subject search it might also be helpful to consult two small publications of the John Jay library: Police and Crime: Subject Headings Selected from the Card Catalog of the Library, and Corrections: Subject Headings Selected from the Card Catalog of the Library.

CATALOGS OF OTHER LIBRARIES

In this age of computer printing and micro-photography, the researcher can examine the catalogs of geographically distant libraries with the only investment being time.

New York Public Library. Research Libraries. Dictionary catalog of the Research Libraries; a Cumulative List of Authors, Titles and Subjects Representing Books and Book-Like Materials Added to the Collections Since January 1, 1971. New York, 1971- (Shelved behind the Reference Desk)

Cambridge University. Institute of Criminology. The Library Catalogue of the Radzinowicz Library. Boston: G. K. Hall, 1979. 6 Vols. REF HV 6025 .C25 1979

This catalog may take the investment of some patience as well as time since the arrangement is an unfamiliar one. Reduced size reproductions of the cards in the catalog of this famous criminology library are arranged according to the Bliss classification scheme (a rival to the Library of Congress classification scheme), with a subject index to the classification. The catalog includes periodical articles, pamphlets, and documents, as well as books.

Los Angeles Public Library. Muncipal Reference Library. Catalog of the Police Library of the Los Angeles Public Library. Boston: G. K. Hall, 1972. 2 Vols. REF HV 7900 .L6 C3

4. INDEXES AND ABSTRACTS

Journals are an important source of information, much of which may never appear in book form. Journal articles are the dominant mode through which studies, experiments and recent developments in a field are reported to the world at large.

The key to locating information in journal literature is through use of appropriate indexing and abstracting services. All indexes and abstracts provide subject approaches to the journal literature; some also include monographs and documents. Indexes give only the bibliographic information necessary to locate an item; abstracts provide brief summaries as well.

As each of the services listed below covers the criminal justice field from a somewhat different point of view, there is some inevitable overlapping.

Criminal Justice Abstracts, 1973- (Formerly called Crime and Delinquency Literature)

An abstracting service providing selective coverage of all aspects of criminal justice, with primary emphasis on the United States. Extremely useful review articles in each issue.

Criminal Justice Periodical Index, 1975-

A subject index without abstracts, this service provides general coverage of the criminal justice field including security. It is particularly useful since it indexes a substantial number of newsletters in addition to standard journals.

Criminology and Penology Abstracts, 1961- (Former titles include Excerpta Criminologica and Abstracts on Criminology and Penology)

International coverage for the two named subjects, with a tendency to concentrate on the theoretical aspects of criminology. Coverage is complemented by the sister publication described below.

Police Science Abstracts, 1973- (Formerly called Abstracts On Police Science)
International coverage of all aspects of police work, including forensic science.

Current Law Index, 1980-
Covers the same subject-matter as the Index to Legal Periodicals, (see below), but the range of journals indexed is much broader and the indexing more thorough.

Index to Legal Periodicals, published in two series, [1] Vol. 1 (1908) - Vol. 18 (1925) and [2] Vol. 1 (1926) - to date.
A subject index without abstracts, covering English language law journals. There is a useful "Table of Cases Referred to in Articles" in each issue starting with 1917.

Index to Periodical Articles Related to Law, 1974-
Covers law-related articles in general social science periodicals which are not indexes in Index to Legal Periodicals.

Psychological Abstracts, 1927-
The basic source for books as well as articles in the field of psychology. Students interested in the causes and effects of criminal behavior should not overlook this source.

Social Sciences Index, 1907- (Formerly called Social Sciences and Humanities Index; before that called International Index).
Coverage of periodicals from all areas of the social sciences makes this a useful interdisciplinary resource.

Sociological Abstracts, 1953-
Covers the entire field of sociology, including criminology. A separate section provides abstracts of papers delivered at major sociological conferences.

In the John Jay Library, the recent years of all indexes and abstracts are shelved alphabetically by title in the current index area near the reference desks on the second floor. Earlier volumes are arranged in the same order at the beginning of the reference stacks, also on the second floor.

Several of the indexes described above can also be searched by computer. See Chapter 12.

5. NEWSPAPERS AND NEWSLETTERS

NEWSPAPERS

Newspapers constitute a record of occurrences, perceptions of those occurrences, and reactions to them. They are a day by day record of society - today's and yesterday's.

Creative and imaginative utilization of newspaper records can afford the criminal justice researcher many insights. One can find not only the details of specific murders, riots, or kidnappings, but one can also trace changing attitudes toward alcoholism, vagrancy, child abuse and juvenile crime and the shifting relationships between police officers and minority groups or police departments and political parties. Keep in mind that what is not discussed in society's daily record can be of as much importance to the researcher as the statements which actually constitute the story.

Newspaper sources available at John Jay:

The New York Times, 1851- (on microfilm)

One hundred and thirty-nine years of events, ideas, and attitudes, chronicled on a daily basis. An unparalleled source for tracing changing trends, and locating specific names, facts, and dates.

The New York Times Index, 1851- Frequency of issue has varied; bound annual volumes.

A subject index to all of the information in the New York Times. Because this is an index to events as reported in the daily newspaper, it constitutes a chronology of those events, and can be used as a guide to locating information about those same events in other, unindexed newspapers and magazines.

Personal Name Index to the New York Times Index, 1851-1974. Succasunna, N. J.: Roxbury Data Interface, 1976- REF AI 1 .N39

A single alphabetical arrangement of all personal names printed in the New York Times Index from 1851 through 1974,

including names not used as direct entries in the index itself. A most useful and time-saving tool.

Newsbank. Stamford, Conn.: Newsbank, Inc., 1975- (on microfiche with looseleaf indexes)

This service provides selective subject access to over 90 newspapers from all over the U. S. Papers are selected to represent various points of view and geographic areas.

Editorials on File. New York: Facts on File, Inc., 1970-
REF D 839 .E3

A twice monthly selection of editorials from a representative sample of American and Canadian newspapers, with a cumulative subject index.

Although The New York Times and The Wall Street Journal have been printing their own indexes for many years, it is only recently that indexes to other major American newspapers have become commercially available. Among the newspapers for which indexes are now available are: The Washington Post, The Los Angeles Times, The New Orleans Times-Picayune, and the Chicago Times. Although not in the John Jay collection, these indexes are available in many other libraries in the New York area.

In addition there are also many newspapers of local, historical, or ethnic interest for which indexes are available either in printed or card file form. A good list of these can be found in:

Milner, Anita C. Newspaper Indexes: A Location and Subject Guide for Researchers. Metuchen, N. J.: Scarecrow Press, 1977
REF Z 6951 .M635

NEWSLETTERS

Newsletters play a significant role in the information network of the criminal justice system. Information available from these sources includes: legislation (introduced, passed, under discussion), court decisions, grants awarded and available, interim and final reports of private and government agency activities, personnel news, forthcoming conferences and seminars, job openings, new books and films, and notes on research in progress.

The John Jay College Library has a nine page publication Newsletters in Criminal Justice describing over 50 newsletters in our collection. Following are several samples from that list:

Corrections Compendium. Lincoln, Neb.: CONtact.
PER HV 7231 C629
Monthly. Articles include reports of the frequent surveys of various aspects of correctional institutions conduct by the publishers of this newsletter.

Corrections Digest. Annandale, Va.: Washington Crime News Services. PER. HV 7231 .C63
A bi-weekly newsletter for rehabilitation and corrections professionals. Contains information on management techniques, training, rehabilitation concepts, trends and programs as well as listings of job openings, publications and coming events.

Crime Control Digest. Annandale, Va.: Washington Crime News Services. PER. HV 6201 .C7
This publication provides a comprehensive weekly news service for the profession. Coverage includes legislation, regulations, court decisions, government and agency reports and activities and news of grants, seminars and meetings on the state and federal levels.

Criminal Justice Newsletter. Hackensack, N.J.: National Council on Crime and Delinquency. PER. HV6201 .C73
An eight page bi-weekly covering developments considered of national importance to leaders in criminal justice administration. Included are news stories and analyses, digests of important news reports and legislation, reports of recent research, notices of conferences, and job listings.

From the State Capitals: Police Administration. Asbury Park, N.J.: Bethune Jones. PER. HV 7551 .F69
Monthly four page reports on "new legislative and administrative developments affecting the operation of police and other law enforcement agencies at the state and local levels..." Analyses of developments can run to several pages. Arrangement is by state, with three to five states covered in each issue.

Law Enforcement News. New York: John Jay College of Criminal Justice, Criminal Justice Center. PER. HV 7551 .L38
A monthly newspaper for the law enforcement professional.

LEAA Newsletter. U. S. Law Enforcement Assistance Administration. PER. HV 7551 .L2

Published ten times a year, this carries news of LEAA activities as well as national news of the field. Articles tend to be somewhat longer than those in other newsletters.

Search and Seizure Bulletin. Boston, Mass.: Quinlan Pub. Co. PER. KF 9630 .A5 S4

This is an example of the type of newsletter which is limited to one specific subject. Its eight page monthly issues summarize cases from the federal and state courts which are relevant to the problems of search and seizure.

For a fuller annotated list of newsletters, including many of local importance, consult:

Newton, Anne, Kathleen Y. Perl and Eugene Doleshal. Information Sources in Criminal Justice; An Annotated Guide to Directories, Journals, Newsletters. Hackensack, N. J.: National Council on Crime and Delinquency, 1976. REF HV 8665 .N46

6. DOCUMENTS AND REPORTS

The word "document" most often refers to printed materials emanating from a department of government, whereas "report" is more likely to refer to written material produced (sometimes in mimeographed or offset form) by a non-governmental agency, or by an individual or group of individuals. These distinctions of terminology, however, are frequently fuzzy and not really of much significance. Whether called a document or a report this is a body of literature of great significance to the researcher in criminal justice.

It might help to see the value as well as the difficulties of this type of material if we describe a hypothetical case:

> The director of a small half-way house in a middle size city in the far-west has an idea about a new therapeutic program which he believes will improve job satisfaction for his residents, and thus, ultimately, reduce recidivism. This is an approach which he knows has never been tried before. He succeeds in getting a small, local foundation to join with the municipality in funding the experiment.
>
> Five years later, at the conclusion of the experiment, the director permanently adopts the new technique because his experiment has proven it to be effective.
>
> The director writes a report of his findings, including a full description of the methodology, the population, the setting, statistics, etc. He prints two hundred copies of his typescript and sends ten to the foundation, twenty to the city fathers, and another fifty to friends, acquaintances and a few selected libraries and publications which he thinks might be interested.

Had this research been carried out by a large agency, or by one generally under public or media scrutiny, the publicity given to the report, and the number of copies distributed might have been greater, but the basic scenario would have been the same.

The problem for the student is how best to locate this kind of material.

HOW TO LOCATE DOCUMENTS AND REPORTS

THE CARD CATALOG

Since the John Jay College Library strives for comprehensive coverage in the criminal justice field, this is the logical first step. Use the catalog thoughtfully, keeping in mind complexities of entry and filing which are discussed in the section on the card catalog. However, unlike traditionally published books, if the report or document you are seeking is not listed in the card catalog, that does not mean that it is not part of the library collection. The alternative approaches listed below are vital components for systematic access to this literature, both in the John Jay collection and in other research centers as well.

Crime and Juvenile Delinquency: A Bibliographic Guide to the Basic Microform Collection. Glen Rock, N. J.: Microfilming Corporation of America, 1977 with yearly updates.

The National Council on Crime and Delinquency has been collecting reports and documents in their field for many decades. Several years ago they arranged to have all of the non-copyright materials in their information files put onto microfiche and made commercially available. This collection probably represents the single largest source of report literature in the criminal justice field.

Eventually, all of the items listed in the printed catalog of this collection will also be in the card catalog. At this time, for a complete search one must use the printed catalog of the collection. The entries are arranged in broad subject areas (Cruelty to Children; Juvenile Delinquency; Work Release Programs, etc.), but there is also a detailed subject index and an index to authors and sponsoring agencies.

All items listed in the printed catalog are available at John Jay on microfiche; some are also available in printed form.

National Criminal Justice Reference Service. Document Retrieval Index, 1972-78. Washington, D. C. (On microfiche).

This is an annotated catalog of items in the data base of the National Criminal Justice Reference Service in Washington. Entry in the catalog is by document number, with subject, title, and author indexes. Most of the items are available at John Jay, either in book form or on microfiche.

For other items acquired by NCJRS, the best access is through NCJRS printed bibliographies (consult the subject catalog), or through a computer search on the Lockheed Dialog System (see Chapter 12).

The United States Government is one of the largest generators of printed information in the world. Some government publications can be located through the tools discussed earlier in this chapter, but the following are the most comprehensive sources for locating documents of the federal government.

U. S. Superintendent of Documents. Monthly Catalog of United States Government Publications. Washington, D. C.: 1895- (Library has 1961-) REF AI 1 .U5

The most complete listing of government publications available. Includes everything published by the Government Printing Office. Yearly indexes.

Buchanan, William W., Compiler. Cumulative Subject Index to the Monthly Catalog of United States Government Publications, 1900-1972. Washington, D. C.: Carrollton Press, 1973, 15 Vols. REF AI 1 .U52

More than seven decades of subject indexing to government publications, arranged in one alphabet. Very useful.

CIS/Annual. Washington, D. C.: Congressional Information Service, 1970- REF AI 1 .C2

This service provides full abstracts as well as listings of all documents issued by the Congress. Issued monthly with a two volume annual cumulation. Part One contains abstracts of all documents and legislative histories; Part Two contains an extremely good subject and name index.

John Jay automatically receives many of the documents listed in CIS; others will be ordered by telephone if requested by a student. All documents are on microfiche.

Documents issued by municipal and state governments are considerably more difficult to locate than those of the federal government. For these jurisdictions we suggest:

U. S. Library of Congress. Monthly Checklist of State Publications. Washington, D. C., (Library has 1966-)
REF AI 1 .U45

Index to Current Urban Documents. Westport, Conn.: Greenwood Press, 1972- (Index area) REF AI 1 .I42

A selective index to documents, mostly annual reports and statistical reports, issued by city and county agencies. Many of the reports indexed are available on microfiche; John Jay receives all the available reports on fire departments, police departments, and most reports available from New York City agencies.

New York State Library. Dictionary Catalog of the Official Publications of the State of New York, 1976-
REF J 87 .N7D4

Includes all New York State documents, excluding serial publications, catalogued by the NYSL in the period covered.

Reports of some of the major national criminal justice commissions are listed in the next chapter.

7. MAJOR NATIONAL COMMISSION REPORTS

Among the most significant government documents for criminal justice researchers are those emanating from the several national commissions established to survey the problems of crime and violence in American society. The most important of these are listed below. The individual reports of each commission are fully described in: Johnson, Emily, compiler. Basic Sources in Criminal Justice; A Selected Bibliography. REF HV 8131 .J56

1931 U. S. National Commission on Law Enforcement. Reports. Washington, D. C.: Government Printing Office, 1931. (Reprinted by Patterson Smith, Montclair, N. J., 1963) REF and CIRC KF 9223 .A845

This commission is generally called the Wickersham Commission.

No. 1. Preliminary Report on Prohibition
No. 2. Enforcement of the Prohibition Laws...
No. 3. Criminal Statistics
No. 4. Prosecution
No. 5. Enforcement of the Deportation Laws...
No. 6. Child Offender in the Federal System of Justice
No. 7. Progress Report on the Study of the Federal Courts
No. 8. Criminal Procedure
No. 9. Penal Institutions, Probation and Parole
No. 10. Crime and the Foreign Born
No. 11. Lawlessness in Law Enforcement
No. 12. Cost of Crime
No. 13. (2 Vols.) Causes of Crime
No. 14. Police; Conditions in the United States
No. 15. The Mooney-Billings Report; Suppressed by the Wickersham Commission. New York: Gotham House, 1932

1967 U. S. President's Commission on Law Enforcement and Administration of Justice. All reports published by Government Printing Office, Washington, D. C., 1967.

This commission is sometimes called the Katzenbach Commission.

Challenge of Crime in a Free Society. REF and CIRC HV 6789 .A33.

This is the general report of the commission, and is sometimes referred to as the Crime Commission Report. The works of the individual task forces which made up the commission were published separately:

Crime in a Free Society. CIRC HV 6789 .A332
Selections from the reports of the commission.

Task Force Report: Corrections. REF and CIRC HV 9304 .A5 1967
Task Force Report: Crime and Its Impact: An Assessment REF and CIRC HV 6789 .A34
Task Force Report: Juvenile Delinquency and Youth Crime REF and CIRC HV 9304 .A5 1967b
Task Force Report: Narcotics and Drug Abuse. REF and CIRC HV 5825 .A63
Task Force Report: Organized Crime. REF and CIRC HV 6789 .A4
Task Force Report: Science and Technology. REF and CIRC HV 8031 .I 5
Task Force Report: The Courts. REF and CIRC KF 9223 .A86
Task Force Report: The Police. REF and CIRC HV 7568 .A5 1967

1968 U. S. Kerner Commission. Report of the National Advisory Commission on Civil Disorders. Washington, D. C. Government Printing Office, 1968. REF and CIRC HV 6477 .A56 1968b

1969 U. S. National Commission on the Causes and Prevention of Violence.

This commission is sometimes referred to as the Eisenhower Commission after its chairperson, Milton S. Eisenhower.

In addition to its summary report, To Establish Justice, To Ensure Domestic Tranquility, the Commission published two series of separately titled reports: Task Force Reports, and Special Investigative Reports. All of the Task Force Reports, and some of the Special Investigative Reports were also included in the thirteen volumes which constitute the NCCPV Staff Study Series.

To Establish Justice, To Ensure Domestic Tranquility. REF and CIRC HN 59 .A514. The final, summary report.

TASK FORCE REPORTS:

Assassination and Political Violence. REF and CIRC HV 6278 .K53
(Staff Study Series, v.3)
Crimes of Violence. REF and CIRC HV 6789 .M83
(Staff Study Series, v.11, 12, 13)
Firearms and Violence in American Life. REF and CIRC KF 3941 .N4
(Staff Study Series, v.7)
Law and Order Reconsidered. REF and CIRC KF 9223 .C35
(Staff Study Series, v.10)
Mass Media and Violence. REF and CIRC P 96 .V5 B3
(Staff Study Series, v.9)
[Mass Media Hearings. REF and CIRC P 96 .U53 1970
(Staff Study Series, v.9A)]
The Politics of Protest: Violent Aspects of Protest and Confrontation. REF and CIRC HN 90 .V5 S5 1969b (Sometimes called the Skolnick Report.)
(Staff Study Series, v.3)

Violence in America: Historical and Comparative Perspectives. REF and CIRC HN 90 .V5 G7 1969
(Sometimes called the Graham Report.)
(Staff Study Series, v.1,2)

SPECIAL INVESTIGATIVE REPORTS:

Miami Report; Report of the Miami Study Team on Civil Disturbances in Miami, Fla. during the Week of Aug. 5, 1968. Rights in Concord; The Response to the Counter-Inaugural Protest Activities... REF and CIRC E 855 .A5
(Staff Study Series, v.4)

Rights in Conflict: Chicago's 7 Brutal Days. REF and CIRC F 548.42 .W3 1969b.
(Sometimes called the Walker Report.)

Shoot-Out in Cleveland; Black Militants and the Police. REF and CIRC F 499 .C6 M33 1969b.
(Staff Study Series, v.5)

Shut it Down! A College in Crisis. REF and CIRC LD 727 .C975 07
(Staff Study Series, v.6)

1971 National Advisory Commission on Criminal Justice Standards and Goals
Regarded as the successor to the President's Commission on Law Enforcement and Administration of Justice; (see above).

A National Strategy to Reduce Crime. 1973
REF and CIRC HV 7431 N3N3
The general report of the Commission.

Other major reports include:

Community Crime Prevention. 1973
REF and CIRC HV 7431 N3C6

Corrections. 1973
REF HV 9304 N28

Courts. 1973
REF KF 9223 A846

Criminal Justice System. 1973
REF and CIRC KF 9223 A847

Police; A Report. 1973
REF and CIRC HV 8138 N27

Standards and Goals for Juvenile Justice. 1974
CIRC HV 9104 N14

Task Force and Other Reports:

Executive Summary: Reports of the National Advisory Commission on Criminal Justice Standards and Goals. 1974
CIRC KF 9223 A847

Proceedings of the National Conference on Criminal Justice, Washington D.C., 1973. 1976
CIRC HV 8132 1973 N36

Progress Report, May 1972. 1973
CIRC KF 9223 Z9N35
(Includes papers on related topics presented at the Fourth National Symposium on Law Enforcement Science and Technology, May 1-3, 1972)

Task Force on Community Crime Prevention.
A Call for Citizen Action: Crime Prevention and the Citizen. 1974
CIRC HV 7431 N27

1975 National Advisory Committee on Criminal Justice Standards and Goals
The direct successor of the National Advisory Commission

Task Force on Criminal Justice Research and Development.
Criminal Justice Research and Development: Report of the... 1976
REF and CIRC HV 8138 T35

Task Force on Disorders and Terrorism.
Disorders and Terrorism: A Report of the.... 1976
REF and CIRC KF 9430 A85

Task Force on Juvenile Justice and Delinquency Prevention.
Juvenile Justice and Delinquency Prevention: A Report of the.... 1976
REF and CIRC HV 9104 N142

Task Force on Organized Crime.
Organized Crime: Report of the.... 1976
REF and CIRC HV 6791 N3

Task Force on Private Security.
Private Security: Report of the.... 1976
REF and CIRC HV 8290 N35

Since the popular names of government commissions and the names under which they are listed in bibliographies and catalogs are frequently miles apart, the following book can be useful:

Bernier, Bernard A., Comp. Popular Names of U. S. Government Reports. Washington, D. C.: U. S. Library of Congress, 1976.
REF Z 1223 .A 199 U54 1976

Reports of other commissions and task forces, including those carried out on the state or local level can be located using the tools described in Chapter 6.

8. STATISTICS

Although considerable progress has been made in recent years in compiling statistics about the criminal justice system, there are still many gaps in the published figures. The following article is the best overall discussion of the problem.

Doleschal, Eugene. "Sources of Basic Criminal Justice Statistics; A Brief Annotated Guide with Commentaries." Criminal Justice Abstracts. (1979), 122-147, or REF HV 7415 .D66

Discusses the eighteen most frequently used statistical sources in the areas of crime, police, courts, and corrections. Detailed annotations point out the coverage, timeliness, and ease of use for each source.

The basic statistical compendium for the criminal justice system of the United States is:

U. S. National Criminal Justice Information and Statistics Service. Sourcebook of Criminal Justice Statistics. Washington, D. C.: Government Printing Office, 1973- (Annual) REF HV 6787 .A27

This handbook is encyclopedic in nature. It compiles (and in some cases abstracts) statistical charts found in a large variety of government, agency, and commercial publications.

The sourcebook is divided into six major sections: Characteristics of the Criminal Justice System; Public Attitudes Toward Crime and Criminal Justice; Nature and Distribution of Known Offenses; Characteristics of Persons Arrested; Judicial Processing of Defendants; Persons under Correctional Supervision. The source for each chart is given, and useful appendices define terms and explain data gathering methods. The student looking for statistics, and not sure where they can be found, would be wise to make this source a first stop.

Both the index and the detailed table of contents should be consulted. Chances are that if the statistics you seek are not included in this compendium, they are not to be found in published form. However, one should be aware that since this

is a secondary source based on prior publication of the figures, statistics are likely to be several years out of date. It is frequently advisable to go from the Sourcebook to a later edition of the original source for more recent figures.

The best known and most often used statistical source in this field is:

U. S. Federal Bureau of Investigation. Uniform Crime Reports for the United States. Washington, D. C.: Government Printing Office, 1930- (Annual) REF HV 6787 .A3

The Uniform Crime Reports provides three types of information: data on crimes reported to the police; data about law enforcement employees; and figures about police officers assaulted and/or killed.

Reported crimes tabulated are only the seven "index crimes" of murder, rape, robbery, aggravated assault, burglary, larceny, and motor vehicle theft. Figures are given for every state, county and city over 10,000 population.

The arrest tables are nationwide only, but provide information on percentages found guilty, acquitted, or referred.

The charts on law enforcement employees include information on the number of males and females, civilian and officer, for every city and state. This last section also includes information about campus police, state police, circumstances of assaults on officers, etc.

Having long suspected that many crimes are never officially reported to law enforcement officials, in 1973 the United States began to conduct annual surveys of crime victims. In order to obtain statistics on those persons who have been victims of crime, rather than on crimes reported to officials, a detailed telephone survey is made of a representative sample of households from across the country. Information is obtained about the nature of the crime experiences, and about the age, sex, and race of victim and perpetrator. These "Victimization Studies" are compiled and published in:

U. S. National Criminal Justice Information and Statistics

Service; U. S. Census Bureau. Criminal Victimization in the United States. Washington, D. C.: Government Printing Office, 1973- (Annual) REF HV 6791 .U56

In addition to information about the nature of the crime, and about the victim and perpetrator, these studies include data such as the relationship between the victim and the perpetrator, income and the place of residence of victim, and whether or not the crime was reported to officials.

Other helpful sources for criminal justice statistics include:

U. S. National Criminal Justice Information and Statistics Service: U. S. Census Bureau. Expenditure and Employment Data for the Criminal Justice System. Washington, D. C.: Government Printing Office, 1968/69- (Annual) REF HV 8138 .A3

U. S. National Criminal Justice Information and Statistics Service. Prisoners in State and Federal Institutions. Washington, D.C.: Government Printing Office, 1967- (Annual) REF HV 8311 .A318

U. S. National Criminal Justice Information and Statistics Service. State and Local Probation and Parole Systems. Washington, D. C.: Government Printing Office, 1978. REF HV 9304 .N35 1978

Included in this volume are lists of state and local probation agencies, their functions, government affiliations, case loads, number of employees, activities, and funding sources. A separate section discusses the organization of each state's probation and parole system, and presents full descriptive profiles of the system.

National Court Statistics Project. State Court Caseload Statistics: The State of the Art. Washington, D. C.: Government Printing Office, 1978. REF KF 180 .N37

Discusses the types of court statistics currently being collected, and those which have been collected in the past. Charts give detailed information for each state.

U. S. Bureau of the Census. Judicial Criminal Statistics, 1933-1945. Microfiche (U. S. Bureau of the Census; Dependent and Delinquent Classes, fiche #1502)

The origin, content, and demise of this series is discussed in State Court Caseload Statistics, See above.

NEW YORK STATISTICS

New York State. Division of the Budget. Technical Services Unit. New York State Statistical Yearbook. Albany. 1967- (Annual with gaps). Library has 1973, 1977- REF HA 544 .A2

Section K, "Public Safety," making use of figures from the Department of Criminal Justice Services and the Department of Correctional Services, supplies tables dealing with arrests, offenses, and correctional institutions. Most tables separate New York City from upstate; some also provide breakdowns into large urban areas, small urban areas and suburbs.

Arrest and offense figures are more detailed than those in the Uniform Crime Reports, providing counts for 26 classes of misdemeanors, and three classes of felony violations.

Correctional statistics include the number of inmates in specific institutions, parole violations, admissions, and releases with causes.

New York State. Division of Criminal Justice Services. New York State Felony Processing Quarterly Report: Indictment through Disposition. 1974- REF KFN 6102 .N4

Provides detailed statistics on felony arrests, indictments, dispositions, and processing times.

New York City. Police Department. Office of Management Analysis. Crime Analysis Section. Complaints and Arrests: Statistical Report. 1975- (Monthly) REF HV 7597 .B32

Monthly statistics by precinct.

A short discussion of the problems in gathering statistics on criminal justice in New York City will be found in:

New York State. Commission of Investigation. The Criminal Justice System in the City of New York - an Overview. [Albany?], 1974. KFN 6102 .A8 N4 (p. 102-113)

GENERAL STATISTICS: UNITED STATES

Statistical Abstract of the United States. Washington, D. C.: Government Printing Office. Annual. Library has 1970- REF HA 202 .A5

Summary statistics on every aspect of American life. Sections include: Immigration; Health; Education; Social Insurance and Welfare Services; Labor Force; Employment and Earnings; Communications; Business Enterprises.

Historical Statistics of the United States. Colonial times to 1970. Washington, D. C.: Government Printing Office, 1975. REF HA 202 .B7 1976

American Statistics Index. Washington, D. C.: Congressional Information Service, 1974- . Monthly with annual cumulations. REF AI 1 .A48

Indexes and abstracts published statistics appearing in documents issued by all branches of the federal government.

Standard Reference Index. Washington, D. C.: Congressional Information Service, 1980- . Monthly with annual cumulations. REF AI 1 .S8

The parallel set to ASI, (see above). Indexes statistical reports published by state governments and by a variety of private organizations.

Reports cited in both the ASI and the SRI can be obtained, in microform, from the publisher of these two services.

GENERAL STATISTICS: OTHER COUNTRIES

National Statistical Compendiums. Washington, D. C., CIS. Microfiche.

Almost every country in the world has its equivalent of the Statistical Abstract of the United States. Most include some figures on crime, education, employment, income, and other factors of concern to students of criminal justice.

9. DIRECTORIES

Those involved in criminal justice, either as researchers or practitioners, frequently need to contact others with similar interests. Following is a selected list of directories which can supply you with names and addresses of people, institutions, agencies, and organizations.

Additional directories are listed in the library's publication: "Locating Names and Addresses in the Criminal Justice System."

Criminal Justice Agencies. Washington, D. C.: National Criminal Justice Information and Statistics Service. 10 vols. 1974-1975. REF HV 8131 .N353

Names and addresses of all state and local criminal justice agencies in the U. S., including coroners and medical examiners, prosecution and legal service agencies, correctional agencies, crime laboratories, and police academies. Arranged by region and state.

O'Brien, Kevin E., Guy Boston and Marvin Marcus. Directory of Criminal Justice Information Sources. Washington, D. C.: U. S. National Institute of Law Enforcement and Criminal Justice, 1976. REF HV 8138 .037

Organizations listed were chosen because of their information resources and willingness to respond to inquiries. Listings include information about costs, activities, and resources of the agencies.

Directory of Law Enforcement and Criminal Justice Associations and Research Centers. Washington, National Bureau of Standards, 1978. REF HV 8130 .L3 1978

Addresses, phone numbers and brief descriptions of nonprofit professional and volunteer associations and research centers active in the field of criminal justice.

Encyclopedia of Associations. Detroit: Gale Research Co., 14th ed., 1980. REF AS 22 .E5

A guide to national and international non-profit organizations in all fields. Includes description of programs, addresses, phone numbers, and names of chief officials.

Federal Prison System Facilities. Washington, D. C.: U. S. Bureau of Prisons, 1974. REF HV 9463 .A5

Descriptions of the institutions of the Federal Prison Service.

Juvenile and Adult Correctional Departments, Institutions, Agencies and Paroling Authorities, United States and Canada. College Park, Md.: American Correctional Association, 1980. REF HV 9463 .D4

Addresses, names of officials, and brief descriptions, with some statistical summaries, and a helpful cumulated index to all personal names.

Municipal Year Book. Chicago: International City Manager's Association. Library has v. 21, 1954- REF JS 344 .C5 A24

This annual directory includes names and telephone numbers of police chiefs, and information on number of employees, salary scales, and other expenditures of the departments. It also carries frequent articles on various management aspects of police work.

National Directory of Law Enforcement Administrators and Correctional Institutions. Milwaukee: National Police Chiefs and Sheriffs Information Bureau, 1980. REF HV 8130 .N3

Names and addresses of administrators of U.S. agencies involved in law enforcement, judicial and correctional processes, on municipal, county, state, and federal levels.

National Jail and Adult Detention Directory. 2nd ed. College Park, Md.: American Correctional Association, 1980. REF HV 9463 .N3

Includes more detailed statistical and other information on adult facilities than does Juvenile and Adult Correctional Departments..., (see above).

National Ex-Offender Assistance Directory. Lincoln, Ne.: Contact, Inc. 1979-80. REF HV 9304 .N37

A listing of over 1,000 programs assisting the ex-offender with such problems as employment, housing, and vocational training.

Probation and Parole Directory, United States and Canada, 17th ed. Hackensack, N. J.: National Council on Crime and Delinquency, 1976. REF HV 9303 .N255

10. BIBLIOGRAPHIES

A previously prepared bibliography is a good starting point for any researcher. In many cases hours of searching for leads can be saved. Bibliographies on a topic may be comprehensive; that is, they may attempt to include everything previously written on the subject. They may be selective; that is, narrowly focused. In either case they may include material in one form (for example, books only), or in several forms (books, articles, government documents, theses). Some bibliographies include descriptions of the material, others merely list the items.

I. RETROSPECTIVE BIBLIOGRAPHIES

For those undertaking a complete retrospective search of the criminal justice literature, the following series should be consulted:

Kuhlman, Augustus F. A Guide to Material on Crime and Criminal Justice (through 1926). Montclair, N. J.: Patterson Smith, 1969 (orig. 1929) 665 p. REF HV 6030 .S6

Tompkins, Dorothy C. Bibliography of Crime and Criminal Justice 1927-1931. Montclair, N. J.: Patterson Smith, 1969 (orig. 1934) 413 p. REF KF 9223 .A 1 C25

_____. Sources for the study of the Administration of Criminal Justice 1938-1948; A Selected Bibliography. Montclair, N. J.: Patterson Smith, 1970 (orig. 1949) 294 p. REF KF 9223 .A C3

_____. Administration of Criminal Justice 1949-1956; A Selected Bibliography. Montclair, N. J.: Patterson Smith, 1970 (orig. 1956) 351 p. REF KF 9223 .A 1 C2

II. EXAMPLES OF MORE RECENT GENERAL BIBLIOGRAPHIES

Beyleveld, Deryck. The Effectiveness of General Deterrents Against Crime: An Annotated Bibliography of Evaluative Research. Cambridge, UK: University of Cambridge Institute of Criminology, 1978. REF HV 7431 .B442

An unusually thorough bibliography on this topic. Annotations are quite detailed and a good system of cross-references makes this source a very productive one.

Davis, Bruce L., comp. Criminological Bibliographies: Uniform Citations to Bibliographies, Indexes and Review Articles of the Literature of Crime Study in the United States. Westport, Conn.: Greenwood Press. 1978 REF HV 6025 .D3

A bibliography of bibliographies, listing over 1,400 bibliographies published as parts of books, articles or documents, as well as separately published. Inclusion of review articles is particularly helpful. Not annotated, but contains a detailed subject index. John Jay was one of the source libraries used in compilation of these lists.

Johnson, Emily and Marjorie Kravitz, compilers. Basic Sources in Criminal Justice: A Selected Bibliography. Washington, D.C.: U.S. National Criminal Justice Reference Service, 1978. REF HV 8138 .J56

General in scope, listing only 259 items, this bibliography contains extensive discussions of each item. Particularly helpful are descriptions of individual commission reports.

Radzinowicz, (Sir) Leon and Roger G. Hood. Criminology and the Administration of Justice: A Bibliography. Westport, Conn.: Greenwood Press, 1976. REF HV 6025 .R363

Extensive lists of books, documents, and journal articles. Not annotated, but arranged by narrow subject areas.

III. SOURCES OF ADDITIONAL BIBLIOGRAPHIES

The Card Catalog

John Jay has an extensive collection of bibliographies, often covering very narrow subject areas. To locate them, use the subject catalog, looking for the sub-division - BIBLIOGRAPHY after the subject.

Bibliographic Index: A Cumulative Bibliography of Bibliographies. 1938- REF AI 1 .B34

A subject index to bibliographies which appear as part of books and articles. Easy to search and frequently helpful.

Citation Indexes

A citation index is a bibliography of the footnotes used within the source material. By tracing the places in which a particular author or work is cited, the student can follow the dispersion and discussion of specific theories or ideas.

Wolfgang, Marvin E., Robert M. Figlio and Terence P. Thornberry. Criminology Index: Research and Theory in Criminology in the United States, 1945-1972. New York: Elsevier, 1975 2 vols. REF HV 6030 .W6

Information in the Criminology Index can be updated and supplemented by use of the Social Science Citation Index, either in its printed form (not available at John Jay), or through the Lockheed Dialog System (See Chapter 12.)

Book Catalogs

In recent years many libraries have had their card catalogs reproduced in book form. Book catalogs that reflect holdings of specialized library collections such as those cited in Chapter 3, are, in effect, extensive subject bibliographies.

Individualized, Computer-generated Bibliographies

National Criminal Justice Reference Service, Washington, D. C.

The NCJRS can produce an individualized computer printed bibliography for you based on the information in its data file. As of this writing there is no cost, and the service takes about six weeks. You may call directly, but it is best to discuss your needs with a John Jay librarian first. The NCJRS data base can also be searched at John Jay through the Lockheed Dialog System.

Lockheed Dialog System

For computer printed individualized bibliographies. See Chapter 12.

11. LEGAL MATERIALS

For a full discussion of legal research tools, see Basic Legal Research in the John Jay College of Criminal Justice Library, a pamphlet designed to teach students the fundamentals of legal research. (Copies are available at the reference desk in the library)

All page references in this chapter are to the above named pamphlet.

As a student of criminal justice you should be familiar with basic legal research methods and tools. This chapter is not designed to teach you to do legal research. Its intent is to introduce you to basic bibliographic patterns of legal publications and to indicate approaches toward the most frequently encountered problems.

Many publications available to the researcher concerned with legal problems parallel those for the researcher in other fields; others are unique to the world of law. Below are a few suggestions which should be helpful to those who are unfamiliar with the format and arrangements unique to legal reference tools.

I. GENERAL USE OF LEGAL MATERIALS

1. Law books are constantly being updated. Sometimes this is done by replacing an entire volume; most often it is by way of "pocket-parts" - additions to the volumes which are inserted in special pockets on the inside back cover. ALWAYS CHECK THE POCKET PARTS FOR THE MOST UP TO DATE INFORMATION.

2. The indexes and tables of contents of law books are constructed differently from those of most other books. Indexes tend to use broad rather than specific terms and cross references are infrequent. When using these indexes, the student unfamiliar with them should expect to skip around and use his/her imagination to determine what word or phrase will provide the desired access. The table of contents on the other hand, is often very detailed, serving as a full

topical outline for the contents. Encyclopedia articles have a separate table of contents for each article.

II. ENCYCLOPEDIAS, DICTIONARIES, AND PERIODICAL INDEXES

Encyclopedias: Legal encyclopedias are similar in purpose to specialized encyclopedias in other areas; they attempt to summarize the existing information on a particular topic, and may contain a great deal of historical data. Legal encyclopedias, in addition, will offer interpretations of points of law and will cite specific cases which are relevant to each aspect of the topic.

National: Corpus Juris Secundum (p. 27)
American Law Reports (ALR) (p. 19)

New York State: New York Jurisprudence, (p. 29) and
New York Jurisprudence, 2d.
REF KFN 5056 .N49

Dictionaries: Use a legal dictionary to determine the legal, as opposed to the popular meaning of a word. These dictionaries are especially helpful in that they include phrases and foreign terms which have been accepted into English usage. They will sometimes also cite cases relevant to the term or phrase.

Black's Law Dictionary, 5th ed. REF KF 156 .B53

Ballantine's Law Dictionary, REF KF 156 .B3 1969

Periodical Indexes: These are discussed in Chapter 4 of this booklet.

III. SOURCES FOR UNITED STATES FEDERAL LAW, AND NEW YORK STATE LAW

There are four sources which constitute the body of American law: the Constitution; statutes; rules and regulations which have been given the force of law by statute; and judicial decisions (case law).

A. SOURCES FOR STATUTE LAW

Statutes are published in two permanent forms:

Session Laws: A chronological arrangement of the laws as they are passed.

Codified Laws: A subject arrangement of the laws currently in force.

Federal Statutes: (p. 4-5)

Session Laws:

U. S. Statutes at Large. The official edition. (Not available at John Jay)

U. S. Code Congressional and Administrative News, 1944-
REF KF 64 .A3

Despite its title this set does not consist of codified laws. It contains the laws as passed at each session of Congress, plus a good deal of additional material including full legislative histories.

Codified Laws:

United States Code. Updated with bound annual supplements.
REF KF 62 1976 .A2

United States Code Service Lawyers Edition.
REF KF 65 .L3

Unofficial, annotated edition. Periodic revisions and updates.

New York State Statutes. (p. 12-13)

Session Laws:

McKinney's Session Laws of New York. Library has 1951-
REF KFN 5025 .M3

New York Consolidated Laws Service Session Laws. 1976-
REF KFN 5030 .A47

Codified Laws:

McKinney's Consolidated Laws of New York, Annotated. REF KFN 5025 .A45

New York Consolidated Laws Services, Annotated Statutes with Forms. REF KFN 5030 .A47

The statutes are obviously identical in both sets; annotations and other material varies.

B. SOURCES FOR REGULATORY LAW (p. 31-33)

Federal

U. S. Code of Federal Regulations. Annual, with quarterly revisions. REF KF 70 .A3. Kept up to date by the Federal Register, daily, PER KF 70 .A33.

New York State

New York State. Official Compilation of Codes, Rules and Regulations. Loose-leaf publication updated monthly. REF KFN 5035 .A2

For additional information about administrative law consult p. 31-33 in Basic Legal Research, and the John Jay Library Publication, "Administrative Law."

C. SOURCES FOR CASE LAW

1. Case Reporters

These print the opinions of the court. Although the format varies, the decision is always reprinted in full.

U. S. Supreme Court (p. 6)

Lower Federal Courts (p. 8)

New York State Courts (p. 13)

2. Digests (p. 21-26)

These are basically indexes to the cases in the reporters. Each point of law decided in each case covered by the

particular court or courts is summarized; these summaries are then arranged by subject.

Each digest has a detailed subject index and an index to all the cases covered. This case table index also gives the complete citation to the case in the case reporter.

Below are listed the digests most frequently used at John Jay; others are discussed in Basic Legal Research...(pp. 21-26)

U. S. Supreme Court
U. S. Supreme Court Digest, Lawyers Edition

Lower Federal Courts
Federal Digest. (Cases to 1938). Not available at John Jay. West's Federal Practice Digest. (Cases since 1939). REF KF 127 .W48

New York State
Abbott New York Digest, 2d. (Cases 1930 to 1961)
REF KFN 5047.1 .A3
New York Digest, 3d. (Cases since 1961)
REF KFN 5047.1 .A4

3. Briefs.
Landmark Briefs and Arguments of the Supreme Court of the United States: Constitutional Law. Washington, D. C.: University Publications of America, Inc. REF KF 101.9 .K8

For selected cases, this set reprints all briefs filed, supporting documents, and transcripts of oral arguments before the court. An invaluable source of information. Arranged chronologically.

D. RESEARCH PROCEDURES FOR SPECIFIC PROBLEMS

The legal research needs of criminal justice students tend to fall into six definable areas.

(1) LOCATE A CASE GIVEN A CITATION

425 US 23. The first number represents the volume, the

letters in the middle represent the name of the reporter, and the last number is the page.

For a list of the more common abbreviations used in legal citations, see p. 37 of Basic Legal Research...

(2) LOCATE A CASE WITHOUT A CITATION

CASE REPORTERS are published chronologically. They do not have cumulated case-name indexes.

DIGESTS, however, always include cumulated tables of case names, with citations to the location of the case in the reporters.

(3) LOCATE CASES ON A SPECIFIC SUBJECT

This is in some ways the most interesting of these problems to research. Numerous approaches are available:

a. Subject indexes to the Digests will lead you to relevant cases.

b. For general articles, with citations to specific relevant cases, use the legal encyclopedias.

c. For more specific articles, along with the full report of the case being discussed, use American Law Reports.

d. Periodical articles discussing a topic can be expected to cite specific cases. Use the Index to Legal Periodicals.

e. Specialized dictionaries and encyclopedias discussed in Chapter 2 of this handbook can sometimes be used to locate names of especially significant cases, particularly in areas of broad constitutional concern.

(4) LOCATE DISCUSSIONS OF SPECIFIC CASES

a. Use the case table index in Index to Legal Periodicals.

b. Use the table of cases in American Law Reports (ALR) Quick Index.

c. If it is a well known or important case, look under the name of the case in the subject section of the card catalog.

(5) LOCATE DISCUSSIONS OF PARTICULAR LEGAL SUBJECTS

Legal encyclopedias, the Index to Legal Periodicals and the SUBJECT section of the card catalog are appropriate sources for general subject materials as well as for case-related information.

(6) IS THE DECISION STILL GOOD LAW?

This is determined by the process known as "shepardizing." There is a separate Shepard's Citator for each set of law reports. For a description of the process, and lists of Citators, see Basic Legal Research..., pages 9 and 15.

The above is a bare outline of some of the procedures and tools which can be utilized in doing research about the law. If you wish to pursue the subject further, the library has many books on how to do legal research. Consult the librarian.

12. COMPUTER SEARCHING

The much-discussed "information explosion" is indeed taking place. Individual researchers however, frequently feel that their own area of interest somehow never made it to the explosion, or, if it did, it went off in the wrong direction. Difficulties and frustrations in attempting to locate ever more specific information within a geometrically expanding quantity of literature led in part to development of the "information industry" and to the computerization of a wide variety of information.

One of the most widely used forms of computerized files is the Machine Readable Bibliographic Data Base. This is a file or list of references to books, articles, documents and other printed sources, which can be read and manipulated by a computer. There are hundreds of these bibliographic data bases in existence. Several competing companies have made packages of them available to subscribers (generally libraries, businesses, and government agencies). The largest of these systems, and the one available at John Jay, is the Lockheed Dialog System.

Lockheed Dialog System

There are over a hundred data bases in this system. Although they all supply bibliographic citations, there are a number of variations; some index only periodical articles, others may include documents and/or reports and/or monographs. Some data bases supply rather lengthy abstracts; others give citations only. In a few instances one can order the full text of the item desired from the data base supplier. In most cases one must rely on the home library or interlibrary loan to locate the text. Most machine readable data bases correspond to existing printed indexing services, but a few have no printed versions.

Among the data bases which will be of most concern to criminal justice researchers are: Psychological Abstracts, Sociological Abstracts, Dissertation Abstracts, Social SciSearch (a citation index), Child Abuse and Neglect (no print version available), Management Abstracts (good for problems in administration), ABI/Inform (also good for administration, but with no print form), and National Criminal Justice Reference Service (not available in print form, but free searches available on telephone request). (see Chapter 10)

The advantages of computer searching are speed, the ability to locate citations which might otherwise be overlooked, and the ability to combine terms to achieve maximum relevance to the topic under consideration.

The main disadvantage of computer searching is the cost. Unlike a book which the library purchases and makes available to all who need to use it, computer searches are highly individualized and serve the needs of only one researcher. Furthermore, data base vendors are private corporations selling a service rather than a one time product. Thus, in addition to the associated overhead costs, there is a direct charge from the vendor for each search run on the computer. The cost varies with the data base being used and the amount of time on-line. An additional disadvantage of computer searches is that the researcher cannot use the system independently but must do it through a librarian or other trained searcher.

A further qualification on the value of computerized searches must be made: They are best adapted to the production of extensive bibliographies on quite narrow topics. They are not appropriate means for obtaining information on general subject-areas. Neither are they suitable in situations in which the scope of the topic under review has yet to be defined precisely.

For these reasons it is clear that not every research project will benefit from a computerized search. In general, they are not recommended for undergraduate term papers, for topics which can be easily described in one phrase, where the material is likely to be well indexed in one source (such as Police Patrol, which is well covered in Abstracts on Police Science), or where one needs a limited number of citations in a broad area (such as twenty citations on Child Abuse).

Computer searches are most beneficial and cost-efficient when one is concerned with several concepts or desires to in some way limit the scope of the material.

Examples of such topics are:

-Peer pressure as a factor in middle class drug abuse.
-Juvenile crime in rural communities.
-Teen age suicide in the Scandinavian Countries; English and Spanish language material only.
-Terrorism; only periodical articles published after 1977.
-Affirmative action programs in professional unions.
-The hooker with the heart of gold: Prostitution in 19th century romantic fiction.

Within the past few years, the process of searching for information via computer has become commonplace, as evidenced by airline offices, banks, and Ticketron. Use of a computer to retrieve strictly bibliographic information is now becoming standard in large academic libraries and in research and special libraries. It is becoming standard even more rapidly in the world of business, where there is a heightened awareness that time is money, as well as in government agencies and foundations with research concerns.

This chapter constitutes only the barest possible explanation of computerized bibliographic searching. For more information consult the reference librarian.

13. PRIMARY SOURCES FOR THE STUDY OF CRIMINAL JUSTICE IN THE JOHN JAY LIBRARY

Undergraduate students work primarily from secondary sources; that is, their research is based on work previously done by established scholars and investigators. In contrast, more experienced researchers will frequently think in terms of making an original contribution to the field. They will undertake research which necessitates the use of original, or primary documents, rather than secondary works.

For those interested in undertaking original studies based on written documents (in contrast to surveys and field experiments), the John Jay library has several collections - including some unique materials - that are waiting to be exploited by imaginative researchers.

Official reports of government agencies obviously never present a complete picture of an agency. They are nevertheless rich stores of information about the organization and its functions. Ready availability of a significant number of such reports, covering several jurisdictions over substantial periods of time, is a boon to people considering this type of research.

Police Department Annual Reports. In Special Collections. Consult the reference librarian.

Having as its nucleus the historic Bruce Smith collection of police department annual reports which John Jay acquired many years ago, this collection has continued to grow and is probably the largest such collection extant.

The reports represent almost one hundred cities and counties, with a significant number dating back to the early part of the century. They constitute a valuable resource for anyone interested in changing patterns in police organization and procedure.

Reports in the John Jay collection are supplemented for the more recent period by those available through the Index to Current Urban Documents, and the Crime and Delinquency Microfiche Collection. (See Chapter 6)

Comprehensive Criminal Justice Plans. Consult the card catalog under the name of the state. Consult the reference librarian.

States receiving federal anti-crime funds are mandated to produce regular reports on the functioning of their criminal justice systems. John Jay has been attempting to acquire all such reports, and our collection now represents over thirty states. These reports vary in size and depth, but all contain statistical, administrative, and descriptive information.

The researcher interested in comparing methods evolved by different states to organize and administer their criminal justice systems, or in comparing plans, expectations, and realities will find much valuable source material in this collection.

State Reports on Corrections and Punishment, Poverty and Public Welfare, Prior to 1930. In Special Collections. Consult Catalog for call numbers of individual reports.

This is a collection of over 2,500 microfiche containing reports from state agencies in California, New York, Ohio, and seven other states. Subjects covered include prisons, orphanages, child abuse, rehabilitation, chain gangs, and insanity.

Among the reports are: California Board of Charities and Corrections, 1903-22; California Prison Directors Report, 1851-1879; Colorado State Board of Pardons, 1893-1920; Georgia Prison Commission, 1897-1930; Indiana State Probation Department, 1923-30; Massachusetts Agent for Aiding Discharged Prisoners. 1846-1929; Massachusetts State Board of Lunacy and Charity, 1879-1898; New York State Commission to Examine Laws Relating to Child Welfare, 1921-1926; New York State State Prisons, 1848-1926; Pennsylvania Mother's Assistance Fund, 1917-1929.

United States Census Publications in Microform; Part 1, 1820-1945; Section III. Dependent, Defective, and Delinquent Classes. Microfiche Cabinet. Consult the reference librarian.

Among the census publications in this collection are:

Prisoners, 1904, 1910, 1922, etc. Crime and Mental Disease, 1933; Juvenile Delinquency, 1933; Dependent and Delinquent Classes, 1933-45; Paupers in Almshouses, 1904, 1910; Insane and Feeble Minded, 1904, 1910, 1923; Directory of Institutions, 1919; Summary of State Laws, 1913.

Lewis E. Lawes (1883-1947). Papers.
Spec. Coll. X 101 (13 Boxes).

Lawes was best known for his 21 years as Warden of Sing Sing, and for his ability to keep himself and his ideas in the public eye. The collection includes extensive correspondence with political and cultural figures, photographs, several volumes of Sing Sing publications, and over 1,000 pages of scrapbook material dealing with crime in general and Lawes' career in particular.

See the Chief Librarian for additional information, and permission to use this material.

Center for Knowledge in Criminal Justice Planning. Records. (1974-78)
Spec. Coll. X 102. (Approximately 75 linear feet).

The "Center" was established in 1975 to work on an LEAA funded follow-up to the provocative and controversial book, The Effectiveness of Correctional Treatment (1975) by Douglas Lipton, Robert Martinson and Judith Wilks. Martinson and Wilks were, respectively, Director and Associate Director of the follow-up project.

The materials in the collection include scattered files from a 1974 project on deterrence in which Martinson was involved, files associated with The Effectiveness of Correctional Treatment, and the administrative and working files of the "Center" during the grant period.

For additional information, and permission to use the material in this collection, see the Chief Librarian.

New York City Court of General Sessions. Trial Transcripts. (1880-1920).

Included in this collection are about 2,500 full transcripts of cases heard in the principal criminal court in Manhattan at this time. The materials are in manuscript form and, as they are fragile, access to this collection is restricted. When the collection is microfilmed, it will be made generally available. For further information, see a reference librarian.